



2002 Annual Report Database Instructions

These instructions are to assist Rhode Island local public libraries in filling out the Annual Report. The Annual Report is due no later than September 15, 2002 (Reporting Year) in order to be eligible for FY2003 (July 1, 2002 – June 30, 2003) Grant-in-Aid (GIA).

Table of Contents



[PRINT VERSION](#) (pdf format). You must have Adobe Acrobat.

[Cover Letter](#)

Software:

- [Customized Database](#)
- [Runtime Version](#) -- if you do NOT have Access 2000 already on your computer

Forms - General Instructions

- [List](#)
- [Prefilled Data](#)
- [Data Element Definitions](#)
- [FSCS Definitions](#)
- [Entering Data](#)
- [Adding forms](#)
 - [Salaries Wages](#)
 - [Hours Open](#)
- [Printing](#)
- [Saving](#)
- [Exiting](#)

Forms – Specific Instructions

- [Main Library/System](#)
- [Branches/Bookmobiles](#)
- [Hours Open Form](#)
 - [2 or more schedules per year](#)
- [Collection and Services](#)
 - [People Counter](#)

Forms – Specific Instructions (cont.)

- [Salaries and Wages](#)
- [Income and Expenditures](#)
 - [E-rate](#)
- [Certification of Expenditure](#)
- [Disaster and Preservation Certification](#)
- [Update Log](#)
- [Standards Certification](#)
- [Request for Waiver](#)

Reports - Specific Instructions

- [Edit Checks](#)
- [Current Year Edit Conditions](#) (pdf format)
- [Historical Edit Conditions](#) (pdf format)

Submitting the Annual Report

- [Deadline](#)
- [General Instructions](#)
- [Emailing](#)
- [Mailing](#)

FSCS

- [Defined](#)
- [FSCS Definitions Feedback](#)

[Technical Assistance](#)



Cover Letter for 2002 Annual Report Database

For: Public Library Directors

From: Ann Piascik

Re: 2002 Annual Report

Date: June 2002

DEADLINE FOR ANNUAL REPORT SUBMISSION: September 15, 2002

The 2002 Annual Report Instructions can be found on the web at <http://www.ori.state.ri.us/reports/annrptforms/default.htm>. Please read them before using the 2002 Annual Report Database. 2002 Annual Report Database can be opened directly on a computer that has Access 2000. For those libraries without Access 2000 a runtime version can be downloaded. See 2002 Annual Report Instructions on how to download the runtime version. Save the database on your computer.

All the forms are included in the 2002 Annual Report database. Follow the instructions for submitting the completed Annual Report. Forms that require signatures should be completed on the database if possible then printed for signatures and mailed. Signatures cannot be submitted electronically on these forms.

The Certification of Appropriation and Expenditure form requires the signature of both the city/town finance officer and the public library director. This is the only form asking for tax-based funds data. The city/town finance officer and the public library director should agree upon the dollar amounts appropriated and expended for GIA and city/town tax-based operating funds. It is essential the information supplied is correct in that these funds are used to determine eligibility for FY2003 GIA.

Data that historically doesn't change from year to year has already been entered on the forms. Examples are the library address and library hours. Do NOT assume that this data is correct. Please review each pre-entered field for changed, incorrect, misspelled data.

Read all the definitions on the forms to be sure the forms are completed correctly. Click buttons for definitions of data elements on the forms to the right of the fields they are defining.

New data elements (Adult, Family, Elderly, and General) have been added. The data elements-Children's Total, Program Totals and Program Attendance in the Collections and Services form must be manually added in.

Only libraries with branches or bookmobiles will have forms for each branch. See the

Branches/Bookmobiles form on the Main Menu (database.) Pre-entered data on Branches forms is data that was provided by the library in a previous year. Please check the data for each branch and add any required data.

The database does not allow submission of data unless all required fields have been answered. Check the forms for completeness and accuracy. Submission of incorrect data may delay or jeopardize distribution of GIA funds. Please check what is submitted and submit by the deadline. Extensions must be requested in writing prior to the deadline and are subject to approval by OLIS administration. A request for an extension must be for good reason and may be subject to only one week's extension. Extensions will not be approved for the Certification of Appropriation and Expenditure.

The Historical and Current Edit Check Reports are not reliable in the 2002 Annual Report database. These reports will have to be corrected in future electronic versions.

Return the completed Annual Report no later than September 15, 2002. An email will be sent to the public library director confirming receipt of a complete Annual Report. A copy of the GIA Application form with an OLIS administrative signature of approval will be sent after all documents are determined to be correct and meeting all requirements for Grant-In-Aid. Any questions regarding the Annual Report may be directed to Ann Piascik by phone 222-5776 or email: annpk@gw.doa.state.ri.us.

[Home](#) | [RI Libraries](#) | [Publications](#) | [Services/Projects](#) | [Grants/Support](#) | [For Library Staff](#) | [About Us](#) | [Search](#)

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Last updated 05/09/2002 (Calisto)



2002 Annual Report Database Instructions

[Reports Main Page](#)

[Table of Contents](#)

[Cover Letter](#)

[Software](#)

[Forms](#)

[General Instructions](#)

[Specific Instructions](#)

[Reports](#)

[Specific Instructions](#)

[Annual Report 2001](#)

[Instructions](#)

[Annual Report 2002](#)

[Instructions](#)

[Comparable Statistics
2000](#)

[Comparable Statistics
2001](#)

SOFTWARE

Customized Database

A copy of your library's customized database will be sent to the library director as an attachment in an e-mail. The e-mail subject is "Customized Database." Save the database on your computer and make note of its location.

For libraries with Access 2000 on their computer, double click the database to open it to the Main Menu.

For libraries without Access 2000, download Access 2000 runtime. Click [Runtime](#) to full instructions.

FORMS – General Instruction

LIST

Main Library/System

Branches/Bookmobiles

Hours Open

Staff Size

Collection and Services

Technology

Income and Expenditures

GIA Expenditures

Salaries and Wages

GIA Application

Certification of Appropriation and Expenditure

Disaster and Preservation Certification

Update Log

Standards Certification

Request for Waiver

Feedback

[Back to Top](#)

PREFILLED DATA

Data that historically hasn't changed from year to year has already been entered on the forms. Examples are the library address and library hours. Do NOT assume that this data is correct. ***Review each pre-entered field for changed, incorrect, or misspelled data. Most if not all "0" data entries are simply blank fields that you must fill with real numbers.*** Zeros had to be added for the software to work. ***Certain fields that are pre-entered cannot be changed on the forms.*** If there is an issue with these pre-entries, state a question or remark on the feedback form and refer to the form and data element by name.

Prior year data exists on forms for historical edit checks. This data is adjacent to the Reporting Year data. This data may not be changed on the forms. If there are errors, report them on the Feedback form. Reference the name of the form and the data element name and that it is Prior Year data as well as provide the correct data.

DATA ELEMENT DEFINITIONS

Complete definitions of data elements are on the forms. ***To read a data element definition, click the "definition" button.*** These buttons are next to the data element entry fields. Only those data element names that have the word, definition, next to it have definitions. ***To print definitions, click the data element definition button on the form and then click ctrl p.*** The definition that appears in the pop-up box has the data element name and the form name at the top. This should help when using the printout at a future date. ***After closing the pop-up box and returning to the form, click on a field and then tab to move from field to field.***

FSCS DEFINITIONS

Data elements that are required by the federal government have the acronym, FSCS, at the end of each definition. Any part of a FSCS definition that is in brackets [] has been added to the FSCS definition by OLIS as further clarification for Rhode Island public libraries.

ENTERING DATA

Data is entered and stored in the database on your library computer. Be prepared to fill out a form entirely before entering data in that form. ***Check every data entry field. Don't assume 0 in an entry field is correct. Most if not all "0" data entries are simply blank fields in which must be entered real numbers by the local library.*** Blank fields are presented as zero due to software requirements. ***Forms can only be saved when all the data is entered in the required fields (i.e., number of physical units for serials) on a form.*** Required fields are the fields that

can be tabbed to and data can be entered. Use the tab key to move sequentially from field to field or use the mouse to click to any field. After entering data in a field, use the arrow key to return to previously visited fields.

Do not use dollar \$ signs, commas, hyphens or spaces when entering data. Type a telephone number without spaces but add the area code (i.e., 4012725000). Type salary or hourly rates on the Salaries Wages Form without zero cents (i.e., \$20.00 is typed 20.) The dollar, comma and hyphen marks for all data elements and spaces for the telephone number are automatically added to the appropriate fields. The web address may be entered without “http.”

ADDING FORMS

Salaries Wages Form and Hours Open Form have a New Form button. Use New Form for every unique position in the Salaries Wages Form and for every unique hours schedule in the Hours Open Form. Click the New Form button to open a blank form. To navigate from one completed and saved form to another within the Salaries Wages Form or Hours Open Form, use the arrows at the bottom of the computer screen.

PRINTING

The Save Any Changes button must be clicked before the Print button is clicked if the saved data is to print. Every form has a print button that can be found at the bottom of the form. Click this button to print a form that requires signatures. ***Enter all data on a form requiring signatures and Save before printing. ONLY SIGNED FORMS GENERATED FROM THE PRINT FORM BUTTON WILL BE ACCEPTED.***

SAVING

The Save Any Changes button must be clicked before the Print button is clicked if the saved data is to print. Every form has a **Save Any Changes and Return to Main Menu** button that can be found at the bottom of every form. ***To save a form, all required fields on the form must be entered first.*** Saved forms can be changed any time before actual submission of the Annual Report.

EXITING

Every form has an **Undo Any Changes and Return to Main Menu** button that can be found at the bottom of the form. This button can be used when no changes have been made. Use this button when changes have been made but should not be saved. Any and all changes made will not be saved when exiting the form.

[Back to Top](#)



[Reports Main](#)

[Page](#)

[Table of](#)

[Contents](#)

[Cover](#)

[Letter](#)

[Software](#)

[Forms](#)

[General](#)

[Instructions](#)

[Specific](#)

[Instructions](#)

[Reports](#)

[Specific](#)

[Instructions](#)

[Annual Report](#)

[2001](#)

[Instructions](#)

[Annual Report](#)

[2002](#)

[Instructions](#)

[Comparable](#)

[Statistics 2000](#)

[Comparable](#)

[Statistics 2001](#)

2002 ANNUAL REPORT DATABASE INSTRUCTIONS

Installation if you do NOT have Access 2000 on your computer

- 1) Download the Access 2000 Runtime by clicking on the link below.
- 2) When the "File Download" window pops up, select "Save this program to disk"
- 3) Select the drive and directory on your PC where you would like the download stored
- 4) Once the download is complete, navigate to the drive and directory where you stored it, and double-click on the file access2000RtSr1.exe
- 5) The program will ask you where you would like the files unzipped to. Be sure to select an empty directory on your machine. You can select a non-existent directory and it will be created for you.
- 6) Once all of the files are unzipped, navigate to the directory you just selected and double-click on "Setup.exe"
- 7) Setup will have two buttons, "Install Now" and "Customize". Select "Install Now" unless you need to change the location for the installation (advanced users only).
- 8) When finished, a window will appear stating the setup has completed successfully. Click the "OK" button.

Link: [Access 2000 Runtime](#)

(<http://home.ccci.org/wolbrink/TntBin/Access2000RtSr1.exe>)

NOTES:

- 1) Install the Access 2000 Runtime only on a computer that does not have Office 2000 installed.
- 2) After you have installed the Access 2000 Runtime, you can open an Access database by double-clicking on the Access database file.

Call Rick Payette at 738-2200 x302 or email: rickpe@seq.clan.lib.ri.us if having trouble downloading or installing the database.

[Search](#)

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2002 Annual Report Database Instructions

[Reports Main Page](#)

[Table of Contents](#)

[Cover Letter](#)

[Software](#)

[Forms](#)

[General
Instructions](#)

[Specific
Instructions](#)

[Reports
Specific
Instructions](#)

[Annual Report 2001
Instructions](#)

[Annual Report 2002
Instructions](#)

[Comparable
Statistics 2000](#)

[Comparable
Statistics 2001](#)

FORMS - SPECIFIC INSTRUCTIONS

MAIN LIBRARY/SYSTEM FORM

Number of Friends may be estimated if an actual count is not available. The estimate may be based on Friends mailing list.

BRANCHES/BOOKMOBILES FORM

Only libraries with branches or bookmobiles should fill out the Branches Form. To find a branch or bookmobile on the Branches Form, use the Page Down key or the scroll bar on the mouse. The scroll bar on the screen will not take you to forms for all the branches. The Branches/Bookmobile form is blank for the libraries without branches or bookmobiles.

Number of Friends may be estimated if an actual count is not available. The estimate may be based on Friends mailing list.

HOURS OPEN FORM

ENTERING DATA

To add or change hours follow these instructions. The fields are Date/Time type, formatted as Medium Time. ***Enter a zero first for single-digit hours***, i.e. 3 pm should be entered as 0300 PM. The Medium Date formatting provides the punctuation and spaces automatically.

REPORTING 52 WEEKS IN TOTAL PER FACILITY

Each main library, branch and bookmobile should report a total of no more than 52 weeks of Hours Open regardless of how many forms are used to report Hours Open. The Hours Open Forms are used to automatically calculate the Public Services Hours per Year on the Collection and Services Form. ***The Public Services Hours per Year should match the collective hours of 52 consecutive weeks for all the libraries and bookmobiles in a library system.***

To retrieve a branch or bookmobile Hours Form, ***use the Page Down key or the scroll bar on the mouse.*** The scroll bar on the screen will

not take you to the forms filled out.

TWO or MORE SCHEDULES

If your library system has more than one (weekly) Hours Open schedule, please *fill out a new form for each different schedule and include the number of weeks the schedule is in effect*. Each branch or bookmobile should report it's own schedule(s). To display a new, blank form, click the New Form button found at the bottom of the Hours Open form

NAVIGATING THE HOURS OPEN FORMS

Use the navigation tool at the bottom of a form to move between filled out forms.

[Back to Top](#)

COLLECTION AND SERVICES FORM

The 2002 Programs/Yearly and Programs Attendance/Yearly data elements, Adults, Family, Elderly, and General has been added to the Collection and Services Form upon request from the library community.

A **people counter** is available for loan to count Library Visits/Yr. in the Collection and Services form on the Annual Report. A people counter is available for loan from OLIS. You can find information about the people counter at www.ori.state.ri.us/services/media.htm

At this web page, you can find the Library Programs Equipment Policy, List of Equipment that includes the People Counter, and the form (Request for Loan). Call or email [Joe McGovern](#) to schedule a loan and for availability.

SALARIES AND WAGES FORM

The Salaries Wages form was formerly called the Personnel Supplement. The Salaries Wages Form includes a General Instructions button, Library Employees Definition button, and a Job Categories Description button at the top of the form. Click each button for help in filling out the form correctly.

CATEGORY (DATA ELEMENT)

For each form filled out for a staff position in the library, select the category that best describes what a position officially recognized at the library entails.

NUMBER OF STAFF (DATA ELEMENT)

Report more than one staff person for Number of Staff on a form when the MLS category and the salary, hourly rate or range, and the hours/week worked match exactly for all the staff counted. Otherwise, use another form to report staff person(s.)

OFFICIAL POSITION TITLE (DATA ELEMENT)

Report titles officially used at the library. When a unique staff

position includes two or more staff, include all official titles.

ANNUAL SALARY OR HOURLY RATE (DATA ELEMENT)

Do not average salaries or wages worked. When Number of Staff is more than one on a form, the positions must have the same salary or hourly rate. Report either actual salary, actual hourly rate, salary range or hourly range but not more than one of these choices.

STANDARD WORK HOURS/WK (DATA ELEMENT)

Do not average hours worked. When Number of Staff is more than one on a form, the positions must work the same standard hours/wk. Exception: Seasonal staff are averaged on a 52 week period.

MLS (DATA ELEMENT)

This field must be answered. Use the arrow to select Y(es) or N(o). When Number of Staff is more than one on a form, the positions must all have an MLS or all must not have an MLS.

NAVIGATING THE SALARIES WAGES FORMS

Use the navigation tool at the bottom of a form to move between filled out forms.

[Back to Top](#)

INCOME AND EXPENDITURES FORM

REMINDER: Prior to the 2001 Annual Report, Physical Plant and Utilities were separate data elements. Data element, Physical Plant, includes utilities.

E Rate funds are not income but discounts and should be treated as such. *Report any expenditures minus the E Rate discount* in the appropriate expenditure lines. For example, regular phone bills should be reported under data item, Utilities. Subtract the E Rate discount from the phone bill in the year the discount was received if the discount is a reimbursement. When the discount is automatically applied to the phone bill then report the whole phone bill. If the E Rate discount is used for CLAN fees (Internet Service) then report the expenditure for CLAN fees minus the E Rate discount under data item, Electronic Access. If the E Rate funds are used to purchase a file server or internal wiring for a LAN, the library may treat these expenditures as capital outlay and subtract the discount from the cost reported. Construction (i.e. wiring) is usually treated as capital outlay. However, remember that local accounting practices shall determine whether a specific item is a capital expenditure or an operating expense.

CERTIFICATION OF EXPENDITURE FORM

The Certification of Expenditure and GIA Application are used to determine Maintenance of Effort. The maintenance of effort requirements are described in R.I.G.L. 29-6-3. The Grant-In-Aid Application line for the local city or town operating appropriation for

public library services in fiscal year 2003 must be equal to or be greater than the Certification of FY2002 Expenditure line for city/town tax based funds for library operations in order for a city or town to be eligible for 2003 Grant-In-Aid funding.

It is advised to confirm appropriations and expenditures with the city/town finance officer before entering data on this form. ***The data for this form must be entered electronically before printing out for signatures.*** Data may not be added after printing the form.

Handwritten data or whiteouts will not be accepted. Do not send the Annual Report database until the data on this form is correct.

DISASTER AND PRESERVATION CERTIFICATION FORM

Updated manuals may be submitted in print or electronically. Electronic versions of a library's ***Disaster Plan*** and ***Preservation Plan*** are accepted to demonstrate compliance with the related standard and Rhode Island General Law. Attach a written document citing the website with the name of the plan to the Standards Certification form or attach the files to the email sending the database. A print copy is not required if an electronic version is provided.

UPDATE LOG FORM

Complete an Update Log for each branch library as well as the main library electronically. Do not send a print copy.

STANDARDS CERTIFICATION FORM

The Standards Certification form is included in the database. Select this form from the Main Menu on the installed Annual Report database.

MAINTAIN ACTIVE PLANS ON FILE AT OLIS

Electronic versions of a library's ***Long Range Plan***, ***Disaster Plan***, and ***Preservation Plan*** are accepted to demonstrate compliance with the related standard and Rhode Island General Law. Attach a written document citing the website with the name of the plan to the Standards Certification form or attach the files to the submitted database. A print copy is not required if an electronic version is provided.

REQUEST FOR WAIVER FORM

To complete the correct print form, click the Print Form with Signature Lines button found at the bottom of the Request for Waiver form on the database. The form is accessible from the Main Menu and as a button on the bottom of the Standards Certification form.

[Back to Top](#)

REPORTS - SPECIFIC INSTRUCTIONS

EDIT CHECKS

Edit Checking is required before submitting the Annual Report. Once your database is installed and forms are completed, edit checks are required. The system will require you to run an audit that gives a report back with data elements that are out-of-range of the U.S. Bureau of the Census edit conditions. *Questioned data is not necessarily incorrect.* The edit conditions are posted on www.ori.state.ri.us. See the Annual Report Instructions 2002 web page.

RUNNING THE REPORTS

From the Main Menu, click the Current Edit Checks or Historical Edit Checks button. This will run and display the Edit Check Report selected. Both Edit Checks reports should be run after a final check of each report for correctness and before submitting the fully completed database to OLIS.

READING THE REPORTS

- Historical Edit Check reports* state that data elements are Out of Range.
- Current Edit Check reports* describe the edit condition.

*Both cite the form that contains the data element in question.

Out of range notices or descriptions on the edit check reports mean double check Reporting Year and Prior Year data for accuracy.

BASIC PROCEDURE:

- ***RUN EDIT CHECK REPORT.***
- ***VERIFY DATA (REPORTING YEAR AND PRIOR YEAR.)***
- ***CORRECT REPORTING YEAR ERRORS ON FORMS****
- ***RERUN FINAL EDIT CHECK REPORT.***
- ***PRINT THE REPORT.***
- ***NOTE PRIOR YEAR CORRECTIONS ON THE REPORT**.***
- ***EXPLAIN CORRECT YET WIDE DIFFERENCES BETWEEN REPORTING YEAR AND PRIOR YEAR DATA ON THE REPORT***.***
- ***INITIAL THE REPORT.***
- ***MAIL IT WITH THE GIA APPLICATION PACKET.***

*All corrections to Reporting Year data must be made on the Annual Report database forms before printing and sending the Edit Reports.

****Note corrections to Prior Year data next to the data element on the report. Prior Year data can be found on the forms to the right of each Reporting Year's corresponding data element. If an out-of-range notice appears on the Historical Edit Check Report, check the data for both years of that data element for correctness. Certain subtotals and totals are automatically calculated. So when an automatically calculated subtotal or total is out-of-range, check the breakdown fields for errors.**

*****Explain correct yet wide differences between Reporting Year and Prior Year data next the data element on the report.**

PRINTING THE REPORTS

To print the reports, click the Printer icon or click File, Print. Both methods of printing are found on the toolbar on the top of the screen.

EXITING THE REPORTS

To exit the reports, click on the Close button or click File, Close. Both methods of exiting are found on the toolbar on the top of the screen. Exiting the reporting returns the user to the previously opened form. The Current Edit Checks, Historical Edit Checks, and Submit Database buttons on the Main Menu opens to the "previous" form which is about Submitting Edit Checks and the Annual Report Database.

[Back to Top](#)

[Home](#) | [RI Libraries](#) | [Publications](#) | [Services/Projects](#) | [Grants/Support](#) | [For Library Staff](#) | [About Us](#) | [Search](#)

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Updated on June 19, 2002. (Calisto)

Appendix G—Current-Year Edit Checks

NO.	EDIT MESSAGE	EDIT CONDITION(S)
00	No LIB ID provided. WinPLUS will create one for you.	This item has been left blank. WinPLUS will automatically assign a system-generated LIB ID.
01	Library NAME is -2	NAME (data element #02 on the administrative entity screen or outlet screen) is -2.
02	ADDRESS or CITY is -2	ADDRESS (data element #03 on the administrative entity screen or outlet screen) or CITY (data element #04 on the administrative entity screen or outlet screen) is -2.
03	ZIP is -2 or not valid	ZIP (data element #05 on the administrative entity screen or data element #06 on the outlet screen) is -2 or is not a valid 5-digit number.
04	ZIP4 (ZIP+4) is -2 or not valid	ZIP4 (data element #06 on the administrative entity screen or data element #07 on the outlet screen) is -2 or is not a valid 4-digit number.
05	PHONE number is -2 or not valid	PHONE (data element #07 on the administrative entity screen or data element #08 on the outlet screen) is -2 or is not a valid 10-digit number.
06	POPULATION OF LEGAL SERVICE AREA is less than or equal to 0.	POPULATION OF LEGAL SERVICE AREA (data element #08 on the administrative entity screen) is -2, -1, or is 0.
07	No SERVICE OUTLETS are shown	The ADMINISTRATIVE STRUCTURE CODE (data element #7C on the administrative entity screen) is 'MA', 'MO', or 'SO' and the sum of CENTRALS (data element #09 on the administrative entity screen), BRANCHES (data element #10 on the administrative entity screen), BOOKMOBILES (data element #11 on the administrative entity screen), and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = BS) is 0.
08	One or more service outlets is shown, but no CENTRAL outlet	One or more service outlets is shown, but there is no CENTRAL outlet. Note: An administrative entity may report 0 central or 1 central. This edit is an additional check on accurate reporting of central outlets.
09	ALA-MLS is -2	ALA-MLS librarians (data element #13 on the administrative entity screen) is -2.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
10	TOTAL LIBRARIANS is -2	TOTAL LIBRARIANS (data element #14 on the administrative entity screen is -2.
11	OTHER PAID EMPLOYEES is -2	OTHER PAID EMPLOYEES (data element #15 on the administrative entity screen) is -2.
12	TOTAL PAID EMPLOYEES is 0 or -2	TOTAL PAID EMPLOYEES (data element #16 on the administrative entity screen) is 0 or -2.
13	ALA-MLS is greater than TOTAL LIBRARIANS	The number of ALA-MLS librarians (data element #13 on the administrative entity screen) is greater than TOTAL LIBRARIANS (data element #14 on the administrative entity screen).
14	LOCAL GOVERNMENT INCOME is -2	LOCAL GOVERNMENT INCOME (data element #17 on the administrative entity) screen is -2.
15	STATE GOVERNMENT INCOME is -2	STATE GOVERNMENT INCOME (data element #18 on the administrative entity screen) is -2.
16	FEDERAL GOVERNMENT INCOME is -2	FEDERAL GOVERNMENT INCOME (data element #19 on the administrative entity screen) is -2.
17	OTHER INCOME is -2	OTHER INCOME (data element #20 on the administrative entity screen) is -2.
18	TOTAL OPERATING INCOME is 0 or -2	TOTAL OPERATING INCOME (data element #21 on the administrative entity screen) is -2 or is 0. If all of the four parts were entered, a total would have been automatically calculated.
19	TOTAL OPERATING INCOME is not equal to the sum of the parts	TOTAL OPERATING INCOME (data element #21 on the administrative entity screen) is not equal to the sum of LOCAL GOVERNMENT (data element #17 on the administrative entity screen), STATE GOVERNMENT (data element #18 on the administrative entity screen), FEDERAL GOVERNMENT (data element #19 on the administrative entity screen) and OTHER INCOME (data element #20 on the administrative entity screen).
20	No longer used.	No longer used.
21	SALARIES & WAGES EXP is -2	SALARIES & WAGES (data element #22 on the administrative entity screen) is -2.
22	EMPLOYEE BENEFITS is -2	EMPLOYEE BENEFITS (data element #23 on the administrative entity screen) is -2.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
23	TOTAL STAFF EXPENDITURES is 0 or -2	TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) is 0 or -2. If both of the parts were entered, a total would have been automatically calculated.
24	TOTAL STAFF EXPENDITURES is not equal to the sum of the parts	TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) is not equal to the sum of SALARIES & WAGES (data element #22 on the administrative entity screen) and EMPLOYEE BENEFITS (data element #23 on the administrative entity screen).
25	COLLECTION EXPENDITURES is -2	COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) is -2.
26	OTHER OPERATING EXPENDITURES is -2	OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen) is -2.
27	TOTAL OPERATING EXPENDITURES is 0 or -2	TOTAL OPERATING EXPENDITURES (data element #27 on the administrative entity screen) is 0 or -2. If all of the parts were entered, a total would have been automatically calculated.
28	TOTAL OPERATING EXPENDITURES is not equal to the sum of the parts	TOTAL OPERATING EXPENDITURES (data element #27 on the administrative entity screen) is not equal to the sum of TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen), COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen).
29	TOTAL OPERATING INCOME is less than 75% of TOTAL OPERATING EXP	TOTAL OPERATING INCOME (data element #21 on the administrative entity screen) is less than 75% of TOTAL OPERATING EXPENDITURES (data element #27 on the administrative entity screen).
30	TOTAL OPERATING EXP is less than 75% of TOTAL OPERATING INCOME	TOTAL OPERATING EXPENDITURES (data element #27 on the administrative entity screen) is less than 75% of TOTAL OPERATING INCOME (data element #21 on the administrative entity screen).
31	CAPITAL OUTLAY is -2	CAPITAL OUTLAY (data element #28 on the administrative entity screen) is -2.
32	BOOK/SERIAL VOLUMES is 0 or -2	BOOK/SERIAL VOLUMES (data element #29 on the administrative entity screen) is 0 or -2.
33	AUDIO materials is -2	AUDIO (data element #30 on the administrative entity screen) is -2.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
34	No longer used.	
35	VIDEO materials is -2	VIDEO (data element #32 on the administrative entity screen) is -2.
36	Serial SUBSCRIPTIONS is -2	SUBSCRIPTIONS (data element #33 on the administrative entity screen) is -2.
37	Annual PUBLIC SERVICE HOURS is 0 or -2	PUBLIC SERVICE HOURS/YR (data element #35 on the administrative entity screen) is 0 or -2.
38	Average PUBLIC SERVICE HRS per outlet per week less than 10	Average PUBLIC SERVICE HOURS per outlet per week is less than 10. PUBLIC SERVICE HOURS/YR (data element #35 on the administrative entity screen) was divided by 52 to convert an annual to a weekly figure, then divided by the sum of CENTRALS (data element #09 on the administrative entity screen), BRANCHES (data element #10 on the administrative entity screen), BOOKMOBILES (data element #11 on the administrative entity screen) and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = BS).
39	Average PUBLIC SERVICE HRS per outlet per week greater than 75	Average PUBLIC SERVICE HOURS per outlet per week is greater than 75. PUBLIC SERVICE HOURS/YR (data element #35 on the administrative entity screen) was divided by 52 to convert an annual to a weekly figure, then divided by the sum of CENTRALS (data element #09 on the administrative entity screen), BRANCHES (data element #10 on the administrative entity screen), BOOKMOBILES (data element #11 on the administrative entity screen), and BOOKS-BY-MAIL ONLY (# of outlet records with data element #09 = BS).
40	Annual LIBRARY VISITS in library is 0 or -2	LIBRARY VISITS (data element #36 on the administrative entity screen) is 0 or -2.
41	Annual REFERENCE TRANSACTIONS is -2	REFERENCE TRANSACTIONS (data element #38 on the administrative entity screen) is -2.
42	Annual REFERENCE TRANS per annual LIBRARY VISITS is greater than 3.00 or less than 0.005.	Annual REFERENCE TRANSACTIONS (data element #38 on the administrative entity screen) per annual LIBRARY VISITS (data element #36 on the administrative entity screen) is greater than 3.00 or less than 0.005.
43	TOTAL CIRCULATION transactions is 0 or -2	TOTAL CIRCULATION transactions (data element #39 on the administrative entity screen) is 0 or -2.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
44	TOTAL CIRCULATION trans per POPULATION LSA is less than 1.0	TOTAL CIRCULATION transactions (data element #39 on the administrative entity screen) per POPULATION of LEGAL SERVICE AREA (data element #08 on the administrative entity screen) is less than 1.0.
45	TOTAL CIRCULATION trans per POPULATION LSA is greater than 20.0	TOTAL CIRCULATION transactions (data element #39 on the administrative entity screen) per POPULATION OF LEGAL SERVICE AREA (data element #08 on the administrative entity screen) is greater than 20.0.
46	TOTAL CIRCULATION trans per annual LIBRARY VISITS is less than 0.5	TOTAL CIRCULATION transactions (data element #39 on the administrative entity screen) per annual LIBRARY VISITS (data element #36 on the administrative entity screen) is less than 0.5.
47	TOTAL CIRCULATION trans per annual LIBRARY VISITS is greater than 6.0	TOTAL CIRCULATION transactions (data element #39 on the administrative entity screen) per annual LIBRARY VISITS (data element #36 on the administrative entity screen) is greater than 6.0.
48	Inter-library loans PROVIDED TO other libraries is -2	PROVIDED TO (data element #40 on the administrative entity screen) is -2.
49	Inter-library loans RECEIVED FROM other libraries is -2	RECEIVED FROM (data element #41 on the administrative entity screen) is -2.
50	Most data fields contain -2 or equivalent. No other edits performed.	A numeric entry of -2 is not valid. As previously stated, -1 is used to denote not collected, not available or not reported.
51	An invalid number or character was used, so the record was not imported.	An invalid number or character was entered, resulting in this record being canceled during the import process. Please correct the problem, and re-import if necessary.
52	INTERLIBRARY RELATIONSHIP CODE is -2 or is not a valid code.	INTERLIBRARY RELATIONSHIP CODE (data element #7A on the administrative entity screen) is -2 or is not a valid code.
53	LEGAL BASIS CODE is -2 or not valid.	LEGAL BASIS CODE (data element #7B on the administrative entity screen) is -2 or is not a valid code.
54	COUNTY is -2.	COUNTY (data element #4A on the administrative entity screen or data element #05 on the outlet screen) is -2.
55	OUTLET TYPE CODE is -2 or not valid.	OUTLET TYPE CODE (data element #09 on the outlet screen) is not a valid code.
56	OUTLET TYPE CODE is 'BS' and NUMBER OF BOOKMOBILES is less than or equal to 0	The outlet file record has 'BS' for OUTLET TYPE CODE (data element #09 on the outlet screen) and NUMBER OF BOOKMOBILES (data element #12 on the outlet screen) is -2 or is 0.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
57	Historical Edit Check.	The 2-year change in your data for a particular data element falls outside an acceptable range. See Appendix H—Historical Edit Checks for more information.
58	METROPOLITAN STATUS CODE is -2 or not valid	METROPOLITAN STATUS CODE (data element #10 on the outlet screen) is not a valid code.
59	No longer used.	
60	No longer used.	
61	ADMINISTRATIVE STRUCTURE CODE is -2 or not valid	ADMINISTRATIVE STRUCTURE CODE (data element #7C on the administrative entity screen) is -2 or not a valid code.
62	NUMBER OF CENTRALS is not equal to the number of central outlet records	NUMBER OF CENTRALS (data element #9 on the administrative entity screen) is not equal to the number of outlets coded as 'CE' OUTLET TYPE CODE (data element #9 on the outlet screen).
63	NUMBER OF BRANCHES is not equal to the number of branch outlet records	NUMBER OF BRANCHES (data element #10 on the administrative entity screen) is not equal to the number of outlets coded as 'BR' OUTLET TYPE CODE (data element #9 on the outlet screen).
64	NUMBER OF BOOKMOBILES is not equal to the number of bookmobiles in outlet records coded 'BS'	NUMBER OF BOOKMOBILES (data element #11 on the administrative entity screen) is not equal to the NUMBER OF BOOKMOBILES (data element #12 on the outlet screen) in outlet records coded as 'BS' OUTLET TYPE CODE (data element #9 on the outlet screen).
65	TOTAL CIRCULATION is less than or equal to CIRCULATION OF CHILDREN'S MATERIALS	TOTAL CIRCULATION (data element #39 on the administrative entity screen) is less than or equal to CIRCULATION OF CHILDREN'S MATERIALS (data element #42 on the administrative entity screen).
66	Annual LIBRARY VISITS is less than or equal to CHILDREN'S PROGRAM ATTENDANCE	LIBRARY VISITS (data element #36 on the administrative entity screen) is less than or equal to CHILDREN'S PROGRAM ATTENDANCE (data element #43 on the administrative entity screen).
67	Outlet is not connected to an administrative entity	No administrative entity record with this outlet's FSCS ID can be found.
68	ADMINISTRATIVE STRUCTURE CODE is 'SO' and total number of service outlets is not equal to 1	ADMINISTRATIVE STRUCTURE CODE (data element #7C on the administrative entity screen) is 'SO' and total number of service outlets (data elements #9, 10, 11, and 12 on the administrative entity screen) is not equal to 1.

NO.	EDIT MESSAGE	EDIT CONDITION(S)
69	ADMINISTRATIVE STRUCTURE CODE is 'MA' or 'MO' and the total number of service outlets is less than or equal to 1	The ADMINISTRATIVE STRUCTURE CODE (data element #7C on the administrative entity screen) is 'MA' or 'MO' and the total number of service outlets (data elements #9, 10, 11, and 12 on the administrative entity screen) is less than or equal to 1.
70	TOTAL PAID EMPLOYEES but no TOTAL STAFF EXPENDITURES	TOTAL PAID EMPLOYEES (data element #16 on the administrative entity screen) is greater than 0 and TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) equals 0.
71	TOTAL STAFF EXPENDITURES but no TOTAL PAID EMPLOYEES	TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) is greater than 0 and TOTAL PAID EMPLOYEES (data element #16 on the administrative entity screen) equals 0.
72	OUTLET TYPE CODE is 'BR' or 'CE' and NUMBER OF BOOKMOBILES is greater than 0	Outlet record is coded 'BR' or 'CE' for OUTLET TYPE CODE (data element #09 on the outlet screen) and NUMBER of BOOKMOBILES (data element #12 on the outlet screen) is greater than zero. Bookmobiles must not be reported on an outlet record that has OUTLET TYPE CODE 'BR' or 'CE'. If a library has bookmobiles, an outlet record coded 'BS' for OUTLET TYPE CODE (data element #09 on the outlet screen) must be created and the NUMBER OF BOOKMOBILES (data element #12 on the outlet screen) must be reported with this outlet.
73	OFFICIAL STATE TOTAL POPULATION ESTIMATE is less than TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS	OFFICIAL STATE TOTAL POPULATION ESTIMATE (data element #5 on the state characteristics screen) is less than TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (data element #5A on the state characteristics screen).
74	TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS is less than or equal to 0, or is greater than the total POPULATION OF LEGAL SERVICE AREA	TOTAL UNDUPLICATED POPULATION OF LEGAL SERVICE AREAS (data element #5A on the state characteristics screen) is less than or equal to 0, or is greater than the sum of POPULATION OF LEGAL SERVICE AREA (data element #08 on the administrative entity screen).

NO.	EDIT MESSAGE	EDIT CONDITION(S)
75	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES is at least half of COLLECTION EXPENDITURES plus OTHER OPERATING EXPENDITURES	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES (data element #44 on the administrative entity screen) is at least half of COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) plus OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen).
76	ELECTRONIC ACCESS EXPENDITURES is at least 60% of COLLECTION EXPENDITURES plus OTHER OPERATING EXPENDITURES.	ELECTRONIC ACCESS EXPENDITURES (data element #45 on the administrative entity screen) is at least 60% of COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) plus OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen).
77	No longer used.	
78	ELECTRONIC ACCESS EXPENDITURES are greater than 0, but ELECTRONIC SERVICES ACCESS and INTERNET ACCESS are No or invalid.	ELECTRONIC ACCESS EXPENDITURES (data element #45 on the administrative entity screen) are greater than 0 but ELECTRONIC SERVICES ACCESS (data element #47 on the administrative entity screen) and INTERNET ACCESS (data element #48 on the administrative entity screen) are No or invalid.
79	No longer used.	
80	INTERNET ACCESS but INTERNET USE CODE is -2 or not valid.	INTERNET USE CODE (data element #49 on the administrative entity screen) is -2 or is not a valid code but INTERNET ACCESS (data element #48 on the administrative entity screen) is Yes.
81	INTERNET USE CODE is 'ST', 'PI', or 'PE', but no INTERNET ACCESS.	INTERNET USE CODE (data element #49 on the administrative entity screen) is 'ST', 'PI', or 'PE', but INTERNET ACCESS (data element #48 on the administrative entity screen) is No or invalid.
82	FSCS PUBLIC LIBRARY but no TOTAL STAFF EXPENDITURES.	FSCS PUBLIC LIBRARY (data element #7D on the administrative entity screen) is Yes but TOTAL STAFF EXPENDITURES (data element #24 on the administrative entity screen) is less than or equal to 0.
83	FSCS PUBLIC LIBRARY is -2 or not valid.	FSCS PUBLIC LIBRARY (data element #7D on the administrative entity screen) is not a valid code.
84	TOTAL PAID EMPLOYEES is not equal to the sum of its parts.	TOTAL PAID EMPLOYEES (data element #16 on the administrative entity screen) is not equal to the sum of TOTAL LIBRARIANS (data element #14 on the administrative entity screen) and OTHER PAID EMPLOYEES (data element #15 on the administrative entity screen).

NO.	EDIT MESSAGE	EDIT CONDITION(S)
		entity screen).
85	No INTERNET ACCESS but INTERNET USE CODE is M	INTERNET ACCESS (data element #48 on the administrative entity screen) is No, but INTERNET USE CODE (data element #49 on the administrative entity screen) is M. If the library does not have access to the Internet, data element #49 should be answered NA (Not Applicable).
86	GEOCODE is -2 or not valid	GEOGRAPHIC CODE (data element #7E on the administrative entity screen) is -2 or is not a valid code.
87	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES is -1 or -2 and COLLECTION EXPENDITURES AND OTHER EXPENDITURES is 0	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES (data element #44 on the administrative entity screen) is -1 or -2 and COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen) is 0. Note: If #25 and #26 = 0, #44 should also = 0.
88	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES is greater 0 and MATERIALS IN ELECTRONIC FORMAT is 0	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES (data element #44 on the administrative entity screen) is greater than 0 and MATERIALS IN ELECTRONIC FORMAT (data element #46 on the administrative entity screen) is 0.
89	ELECTRONIC ACCESS EXPENDITURES is -1 or -2 and COLLECTION EXPENDITURES and OTHER OPERATING EXPENDITURES is 0	ELECTRONIC ACCESS EXPENDITURES (data element #45 on the administrative entity screen) is -1 or -2 and COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen) is 0. Note: If #25 and #26 = 0, #45 should also = 0.
90	CENTRALS is greater than 1	CENTRALS (data element #09 on the administrative entity screen) is greater than 1. Note: CENTRALS cannot be greater than 1.
91	USERS OF ELECTRONIC RESOURCES PER TYPICAL WEEK greater than 90% of LIBRARY VISITS per typical week.	USERS OF ELECTRONIC RESOURCES PER TYPICAL WEEK (data element #52 on the administrative entity screen) is greater than 90% of LIBRARY VISITS per typical week (data element #36 on the administrative entity screen).

NO.	EDIT MESSAGE	EDIT CONDITION(S)
92	INTERNET ACCESS is No and NUMBER OF TERMINALS is not equal to 0	INTERNET ACCESS (data element #48 on the administrative entity screen) is No and Number of Internet Terminals USED BY STAFF ONLY (data element #50 on the administrative entity screen) or USED BY GENERAL PUBLIC (data element #51 on the administrative entity screen) is not equal to 0.
93	INTERNET USE CODE is "ST" (staff only) and GENERAL PUBLIC TERMINALS is greater than 0	INTERNET USE CODE (data element #49 on the administrative entity screen) is "ST" (library staff only) and Number of Internet Terminals USED BY GENERAL PUBLIC (data element #51 on the administrative entity screen) is greater than 0.
94	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES is greater than or equal to sum of COLLECTION EXPENDITURES and OTHER OPERATING EXPENDITURES	MATERIALS IN ELECTRONIC FORMAT EXPENDITURES (data element #44 on the administrative entity screen) is greater than or equal to the sum of COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen).
95	ELECTRONIC ACCESS EXPENDITURES is greater than or equal to sum of COLLECTION EXPENDITURES and OTHER OPERATING EXPENDITURES	ELECTRONIC ACCESS EXPENDITURES (data element #45 on the administrative entity screen) is greater than or equal to the sum of COLLECTION EXPENDITURES (data element #25 on the administrative entity screen) and OTHER OPERATING EXPENDITURES (data element #26 on the administrative entity screen).

Appendix H—Historical Edit Checks

Edit 57: All historical edits are listed in the Edit Report as Edit 57, followed by the specific data element that is triggering the edit. Example: Edit 57: Data Element #17. Local Government).

Notes: “PY” refers to the prior year value. “CY” refers to the current year value. If either value is unknown, the edit is not performed. Multiple conditions connected by an “and” must both be true for the data element to fail the edit. When multiple sentences are used, each is a separate test, and only one needs to be true for the data element to fail the edit.

#	DATA ELEMENT	EDIT CONDITIONS
05	Official State Total Population	The PY to CY change is greater than $\pm 5\%$.
5A	Total Unduplicated Population of LSA.	The PY to CY change is greater than $\pm 4\%$.
08	Population of Legal Service Area	The PY to CY change is greater than -10% to $+25\%$.
09	Number of Centrals	The PY to CY change is greater than ± 1 .
10	Number of Branches	The PY to CY change is greater than ± 2 .
11	Number of Bookmobiles	The PY to CY change is greater than ± 2 .
13	ALA-MLS	The PY to CY change is greater than ± 2 and greater than $\pm 30\%$.
14	Total Librarians	The PY to CY change is greater than ± 2 and greater than $\pm 30\%$.
15	All Other Paid Staff	The PY to CY change is greater than ± 2 and greater than $\pm 30\%$.
16	Total Paid Employees	The PY to CY change is greater than ± 2 and greater than $\pm 30\%$.
17	Local Government	The PY to CY change is greater than $\pm \$5,000$ and greater than -10% to $+25\%$.
18	State Government	The PY to CY change is greater than $\pm \$500$ and greater than $\pm 40\%$.
19	Federal Government	No criterion.
20	Other Income	No criterion.
21	Total Income	The PY to CY change is greater than $\pm \$5,000$ and greater than -10% to $+25\%$.

#	DATA ELEMENT	EDIT CONDITIONS
22	Salary & Wages Expenditures	This edit is performed only if data element #16 has changed by no more than ± 0.5 FTE. The PY to CY change is greater than $\pm \$2,000$ and greater than $\pm 20\%$.
23	Employee Benefits	This edit is performed only if data element #16 has changed by no more than ± 0.5 FTE. The PY to CY change is greater than $\pm \$1000$ and greater than $\pm 20\%$.
24	Total Staff Expenditures	This edit is performed only if data element #16 has changed by no more than ± 0.5 FTE. The PY to CY change is greater than $\pm \$2,000$ and greater than $\pm 20\%$.
25	Collection Expenditures	The PY to CY change is greater than $\pm \$5,000$ and greater than -15% to $+30\%$.
26	Other Operating Expenditures	The PY to CY change is greater than $\pm \$5,000$ and greater than -10% to $+40\%$.
27	Total Operating Expenditures	The PY to CY change is greater than $\pm \$5,000$ and greater than -10% to $+30\%$.
28	Capital Outlay	No criterion.
29	Book/Serial Volumes	The PY to CY change is greater than $\pm 1,000$ and greater than -5% to $+15\%$.
30	Audio	The PY to CY change is greater than ± 100 and greater than -10% to $+40\%$.
32	Video	The PY to CY change is greater than ± 100 and greater than -10% to $+50\%$.
33	Subscriptions	The PY to CY change is greater than ± 20 and greater than -10% to $+30\%$.
35	Public Service Hours/Year	No criterion.
36	Library Visits	No criterion.
38	Reference Transactions	The PY = 0 and the CY > 0. The CY = 0 and the PY > 0. The ratio of CY/PY is outside the range of 0.2 to 5.99.

#	DATA ELEMENT	EDIT CONDITIONS
39	Total Circulation	The PY to CY change is greater than $\pm 5,000$ and greater than -10% to +25%.
40	Loans Provided To	The PY = 0 and the CY ≥ 750 . The CY = 0 and the PY $\geq 1,500$. Both values are > 0 , at least one value is $\geq 1,200$, and the ratio of CY/PY is ≤ 0.10 or ≥ 19.00 . At least one of the values is $\geq 1,200$, the ratio of CY/PY is > 0.10 and < 19.00 , and the ratio of difference/sum of CY and PY is ≥ 0.76 .
41	Loans Received From	The PY = 0 and the CY $\geq 1,300$. The CY = 0 and the PY ≥ 800 . Both values are > 0 , at least one value is $\geq 1,400$, and the ratio of CY/PY is ≤ 0.14 or > 9.30 . At least one of the values is $\geq 1,400$, the ratio of CY/PY is > 0.14 and ≤ 9.30 , and the ratio of difference/sum of CY and PY is ≥ 0.60 .
42	Children's Circulation	The PY to CY change is greater than $\pm 5,000$ and greater than -30% to +50%.
43	Children's Program Attendance	No criterion.
44	Materials in Electronic Format Expenditures	The PY = 0 and the CY $\geq 50,000$. The CY = 0 and the PY $\geq 20,000$. At least one of the values is $\geq 1,000$ and the ratio of CY/PY is ≥ 13.40 . At least one of the values is $\geq 1,000$, the ratio of CY/PY is < 13.40 , and the ratio of difference/sum of CY and PY is ≥ 0.94 .
45	Electronic Access Expenditures	The PY = 0 and the CY $\geq 175,000$. The CY = 0 and the PY $\geq 84,000$. At least one of the values is $\geq 1,000$ and the ratio of CY/PY is ≥ 36.90 . At least one of the values is $\geq 1,000$, the ratio of CY/PY is < 36.90 , and the ratio of difference/sum of CY and PY is ≥ 0.88 .
46	Materials in Electronic Format	The PY = 0 and the CY ≥ 750 . The CY = 0 and the PY ≥ 750 . Both values are > 0 , at least one value is ≥ 55 , and the ratio of CY/PY is ≤ 0.07 or ≥ 31.00 . At least one of the values is ≥ 55 , the ratio of CY/PY is > 0.07 and < 31.00 , and the ratio of difference/sum of CY and PY is ≥ 0.89 .



2002 Annual Report Database Instructions

[Reports Main Page](#)

[Table of Contents](#)

[Cover Letter](#)

[Software](#)

[Forms](#)

[General Instructions](#)

[Specific Instructions](#)

[Reports](#)

[Specific Instructions](#)

[Annual Report 2001](#)

[Instructions](#)

[Annual Report 2002](#)

[Instructions](#)

[Comparable Statistics
2000](#)

[Comparable Statistics
2001](#)

SUBMITTING THE ANNUAL REPORT

DEADLINE

EMAIL THE ANNUAL REPORT DATABASE NO LATER THAN SEPTEMBER 15TH OF THE FISCAL YEAR THE GIA APPLICATION IS TO BE AWARDED. THE FORMS TO BE SURFACE MAILED MUST BE RECEIVED BY OLIS NO LATER THAN SEPTEMBER 15TH OF THE FISCAL YEAR THE GIA APPLICATION IS TO BE AWARDED. Extensions must be requested in writing prior to the deadline and are subject to approval by OLIS administration. A request for an extension must be for a reason of unforeseen crisis. Send a letter before September 15th explaining the delay with a date when the Annual Report will be submitted. Send or fax a signed letter to Attn. OLIS Grants, Library Programs, One Capitol Hill, Providence, RI 02908. Fax 401-22-4195. A letter of approval or denial of an extension will be sent. An extension will not be granted for the Certification of Appropriation and Expenditure.

GENERAL INSTRUCTIONS

A copy of the database submission instructions is available in Word format [submitinstruct02.doc](#). The e-mailing and mailing instructions are automatically printed when the correct and completed Annual Report forms are compiled into a database ready for submission. This is done by clicking the Main Menu's Submit Database button followed by the Submit Annual Report Database to OLIS button.

E-MAILING FORMS

Use the Subject: Annual Report [library code]. Example: Annual Report BAR. THE SUBJECT OF THE EMAIL MUST BE CORRECTLY ADDRESSED IN ORDER TO ASSURE THAT OLIS RECEIVES THE SUBMISSION. A correctly emailed database is automatically filed in a special folder upon receipt. OLIS is not responsible for incorrectly submitted Annual Reports.

MAILING FORMS (including required signatures*)-

Application for Grant-In-Aid for Free Public Libraries

Certification of Appropriation and Expenditure

Disaster and Preservation Planning Certification of Compliance

Disaster Manual Update Log

Standards Certification

Request for Waiver(s)

*Signatures cannot be submitted electronically on these forms.

SUBMISSION OF INCORRECT DATA ON MAILED AND EMAILED DOCUMENTS MAY DELAY OR JEOPARDIZE AN AWARD OF GIA FUNDS. Please check what is submitted and submit by the deadline.

FSCS

DEFINED

FSCS is the Federal-State Cooperative System that is administered by data coordinators from each state and in the outlying areas (territories). The Rhode Island Data Coordinator is Ann Piascik. The FSCS system is administered by the National Center for Education Statistics (NCES) in cooperation with the U.S. National Commission on Libraries and Information Science (NCLIS). NCES is mandated to collect library statistics. The Library Statistics Cooperative Program that is administered and funded by NCES collects and disseminates statistical information on libraries under six surveys. One of the surveys is the Public Libraries Survey. FSCS collects the Public Library Survey data electronically. NCLIS works cooperatively with NCES in implementing the Library Statistics Cooperative Program by organizing training and technical assistance for the data coordinators. The Bureau of the Census works cooperatively with NCES in implementing the Library Statistics Cooperative Program by developing software to collect, compute and impute the data collection from FSCS.

FSCS DEFINITIONS FEEDBACK

Any question or problem in complying with FSCS definitions should be addressed on the **Feedback** form. Refer to the data element name and form name in addressing the question or problem.

[Back to Top](#)



Reports Main
Page

[Table of
Contents](#)

[Cover Letter](#)

[Software](#)

Forms

[General](#)

[Instructions](#)

[Specific](#)

[Instructions](#)

Reports

[Specific](#)

[Instructions](#)

[Annual Report
2001](#)

[Instructions](#)

[Annual Report
2002](#)

[Instructions](#)

[Comparable
Statistics 2000](#)

Comparable
Statistics 2001

Technical Assistance with 2002 Annual Report Forms

Before calling for technical assistance, please try to answer any questions or solve problems by following the instructions on the [webpage](#) or reading the definitions/instructions for a particular data element.

When calling for technical assistance, please state your problem as succinctly as possible. Where applicable, refer to the form name and data element with the problem. If you leave a message, please give your name, library, phone number and leave a time when you can be reached.

Call Ann Piascik at 222-5776 for technical assistance. Call Rick Payette at 738-2200 ext. 302 or e-mail rickpe@seq.clan.lib.ri.us for assistance in downloading the ACCESS 2000 runtime if your library does not have ACCESS 2000.

[Home](#) | [RI Libraries](#) | [Publications](#) | [Services/Projects](#) | [Grants/Support](#) | [For Library Staff](#) | [About Us](#) | [Search](#)

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Department of Administration

One Capitol Hill, Providence, Rhode Island 02908

(401)222-2726; Fax: (401)222-4195

For comments or questions, contact webmaster@lori.state.ri.us

Last updated 05/09/2002 (Calisto)

The Imperfect Database Saga-

The Annual Report Review Committee tested and retested the 2002 Annual Report Database. The database is imperfect but the committee agreed good enough for presentation at the 2002 Annual Report Database workshop. The following problems were identified and solutions to the problems are noted here. Any problems that could be fixed were fixed. The customized databases have been created so that other fixes cannot be made to the 2002 Annual Report Database. If the customized database your library receives has unacceptable problems, feel free to use the printout of the forms sent to your library to submit the Annual Report to OLIS. In any event, do not send an incomplete database. A database submission is complete with these exceptions spelled out below.

The Application for Grant-In-Aid For Free Public Libraries form.

The complete form may not appear on the computer screen. This means it may not be possible to fill out the required items electronically. The print button on the electronic form should be available. Click it and fill out the official print copy completely and mail the document according to the instructions on the web.

Collection and Services form.

Programs Total (data element) does not automatically total. Manually type in the total.

Children's Program Total (data element) does not automatically total. Manually type in the total. Find this data element under Annual Total of Library Program Attendance.

Total Program Attendance (data element) does not automatically total. Manually type in the total. Total only PreSchool, School Age, YA, Adult, Family, Elderly, and General. Do not add Children's Program Total. That constitutes a double count of PreSchool and School Age.

Salaries and Wages form

After saving entered data and reopening a completed form, a run-time error '424' may appear. Hit "End." The form you want to review will then appear on the screen.

After reopening a completed form following the above instructions to see a form's Salary or Hourly rate (data element), click on the data element's pull down menu. You must select the correct rate name from the pull down menu in order to view the entered data.

Edit Check Reports

These reports are not reliable. Run them if you need to for submitting the database electronically. There is no harm done. However, when you run a report expect to experience run-time errors. Hit "End." The Current Edit Check Report can take you back to the Main Menu. The Historical Edit Check Report exits out of the database. If this happens, just reopen the database. You should feel free to maneuver around the Reports and use them with caution for your own purposes. OLIS will not rely on these Reports for this year. What OLIS expects every library to do is use the Prior Year data in the forms to check their own Current Year data. Wide differences will need explanation.

The Standards Certification and Request for Waiver forms.

The electronic versions do not work properly. Use the print copies sent to library directors in the mail. These forms do not automatically provide the city/town and library names on the form. Be sure to add this information and completely fill out the forms needed. Do not fill out the file #. This is for OLIS purposes only.